



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

CONSTRUCTION INSPECTOR

Salary: \$42,330 - \$45,819

Type: FULL-TIME

Benefits: FULL RANGE OF BENEFITS

Closing Date: OPEN UNTIL FILLED

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

Conducts site inspections for projects including site work, utilities (water, sewer, storm drains), concrete structures, paving, curb, gutter, sidewalks, stormwater management facilities, and franchised utility work. Reviews and evaluates specifications and drawings, prepares and conducts pre-construction meetings, verifies completion of all pre-construction paperwork, checks placement of traffic control devices to ensure compliance with MUTCD. Prepares daily inspection reports and coordinates completion of project documentation.

Preferred Education

High school diploma or GED required. Must be able to communicate clearly and concisely both orally and in writing.

Preferred Experience

Two years of experience in public works project management, utility construction, stormwater management or construction engineering preferred.

Requirements/Certifications

Valid State of Maryland Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: Construction Inspector

Grade: 5

Department: Infrastructure & Development

FLSA Status: E

Date: 10/12/23

Position Profile: Under the general supervision of the assigned supervisor, performs a variety of technical tasks in support of the engineering function in Department of Infrastructure & Development by inspecting, reviewing, and verifying plans and specifications for capital construction projects; performs other duties as assigned.

Duties and Responsibilities

Administration/Department Administration: Performs administrative duties to include prepare, review and updating daily reports.

- Reviews and evaluates specifications and drawings prior to project pre-construction meetings, prepares and assembles pre-construction questions and suggestions for review.
- Attends and participates in a variety of meetings including pre-construction and post-construction.
- Conducts site inspections for new projects including site work, utilities, storm sewers, concrete structures, paving, and franchised utility work.
- Provides and verifies completion of all pre-construction paperwork including attendance, construction project call lists, required permits, and contact names and phone numbers.
- Establishes and maintains working contact with project staff and contractors, answers questions and provides information to, City staff, and contractors regarding projects.
- Investigates complaints and recommends corrective action as necessary to resolve complaints.
- Checks for proper use and placement of traffic control devices to ensure compliance with MUTCD.
- Coordinates completion of projects by ensuring completion of all project paperwork, and coordinates and schedules inspections with project managers and/or contractors.

- Prepares, reviews and updates a variety of reports including daily project reports, monthly pay.
- Estimates, and project status reports.
- Provide technical support to assist division supervisor, and other support staff in the completion of their duties and responsibilities.
- Prepares and maintains a variety of files and records.
- Checks for proper use and placement of traffic control devices to ensure compliance with MUTCD.
- Performs other duties as assigned

Skills Proficiency/Strategic Planning: Have knowledge of principles and practices of construction

- Knowledge of and adherence to City of Salisbury's policies and procedures.
- Knowledge of pertinent federal, state and local laws, codes and regulations, particularly those applicable to utilities, roads and civil engineering.
- Knowledge of construction practices, methods, and materials.
- Basic knowledge of utilities and road construction, inspection and construction management.
- Knowledge of proper techniques and practices used in surveying.
- Effectively and efficiently report and communicate information.
- Effectively and efficiently prepare, organize and track assignment information.
- Effectively prioritize and multitask with attention to detail.
- Effectively plan and organize construction activities.
- Accurately prepare and maintain records and files.

Leadership/Team Leader: Coordinates project completion

- Act as a representative of City of Salisbury to the public.
- Effectively and accurately make reasonable and logical judgments

Stewardship/Financial: Prepares financial reports

- Reviews monthly pay requests
- Efficient use of public funds

Development/Leadership Development: Works on improving skills by attending relevant trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.

- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- High school diploma or G.E.D
- MOT
- Erosion & sediment control
- Construction Certification
- Or, equivalent training, education, and/or experience.
- Valid Driver's License

Physical Requirements

Work requires occasional physical effort in the handling of materials up to 80 pounds and/or continual standing or walking 60%+ of the time.

The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.